

NDE LiveMeeting Scheduling With MS Outlook

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NEVADA DEPARTMENT OF EDUCATION

Overview

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- **Introduction-Brief description of the NDE LiveMeeting Scheduling with MS Outlook**
- **Lesson 1- Schedule & Start a Meet Now LiveMeeting**
 - Meet Now meetings will start immediately.
- **Lesson 2- Schedule & Start a LiveMeeting**
 - This LiveMeeting allows the organizer to schedule a meeting for a future date and time.

Introduction

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The NDE LiveMeeting Scheduling with MS Outlook is a scheduling tool that provides authorized users the ability to schedule online conferences/meetings . Authorized users must be able to connect to the NDE Web Access Server using MS Outlook.

LiveMeeting Client is required for all attendees in order to participate in a conference/meeting that has been scheduled using the NDE LiveMeeting MS Outlook. For installation information please see NDE LiveMeeting Set Up training module.

Apple & Mac users and users who do not use Internet Explorer must utilize NDE LiveMeeting Web Access Portal to schedule meetings. This information will be provided in a separate document. Apple & Mac users are unable to attend LiveMeetings due to the LiveMeeting Client requirement.

Scheduling a LiveMeeting

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- Requires the conference organizer to have an NDE Communication Web Access account.
- Requires MS Outlook Conferencing Add-In to be installed on the workstation on which the conference will be scheduled.
- Requires the conference organizer's workstation to be connected to its MS Exchange Server.
- Provides the complete set of NDE LiveMeeting Conference scheduling features and functions.
- Automatically sends E-Mail invitations.
- Does not allow for conferences with Apple/MAC users.

Attend a LiveMeeting

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- Requires the LiveMeeting Client application to be installed on the workstation where the conference will be attended.
- One-Click connection via E-mailed link.
- Conference Leader can 'lock' the meeting for security/privacy.
- Provides full functionality
 - Audio
 - Video
 - Application Sharing
 - Desktop Sharing
 - Conference recording.
- Not available to Apple/MAC users.

Set Access Control Permissions

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LiveMeeting Permissions

- Cannot be used with the 'Meet Now' option.
- Can only be used when 'Schedule a LiveMeeting' option is used.
 - ✦ **Invite within Network**- Second highest level of security and limits access to attendees that have an NDE LiveMeeting account. Attendees who are invited with a copy of the meeting invitation with the meeting link attached may join the meeting. Attendees may be invited directly by the meeting organizer or by one of the original invitees via a forwarded email invitation.
 - ✦ **Invite within Network (Restricted)**– Highest level of security and limits access to attendees that have an NDE LiveMeeting account and who were directly invited by the meeting organizer. Invitees with invitations that had been forwarded via email will not be allowed to join the meeting.
 - ✦ **Invite Anyone**–Lowest level of security that allows attendees to join meetings regardless of whether or not they have an NDE LiveMeeting account and whether or not they possess a direct invite or a forwarded invite.

Training Module Goals

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The intention of this training module is to provide a solid understanding on how to do the following when using the NDE LiveMeeting Online Scheduling Portal:

- Schedule a meeting
- Generate meeting invitations with email
- Start a meeting
- Join a meeting

Start an Unscheduled Meet Now

LiveMeeting

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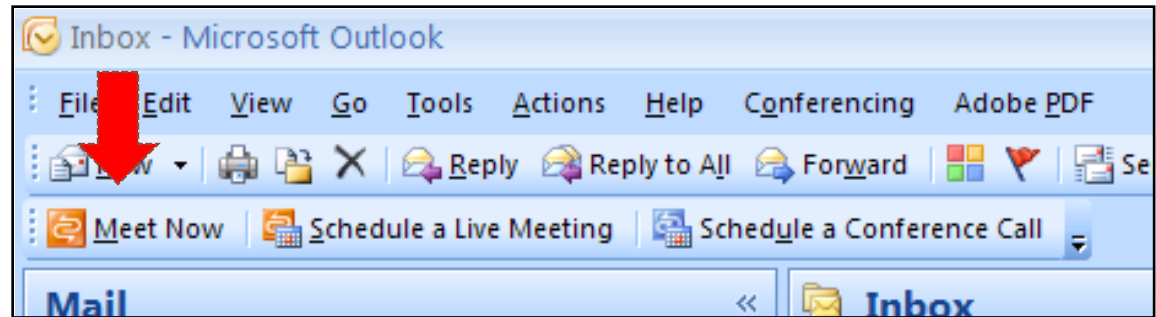
LESSON 1

Schedule Meet Now

Open 'MS Outlook'.

Click 'Meet Now'

LiveMeeting will be opened upon selecting the 'Meet Now' button.



U

Unscheduled Meet Now

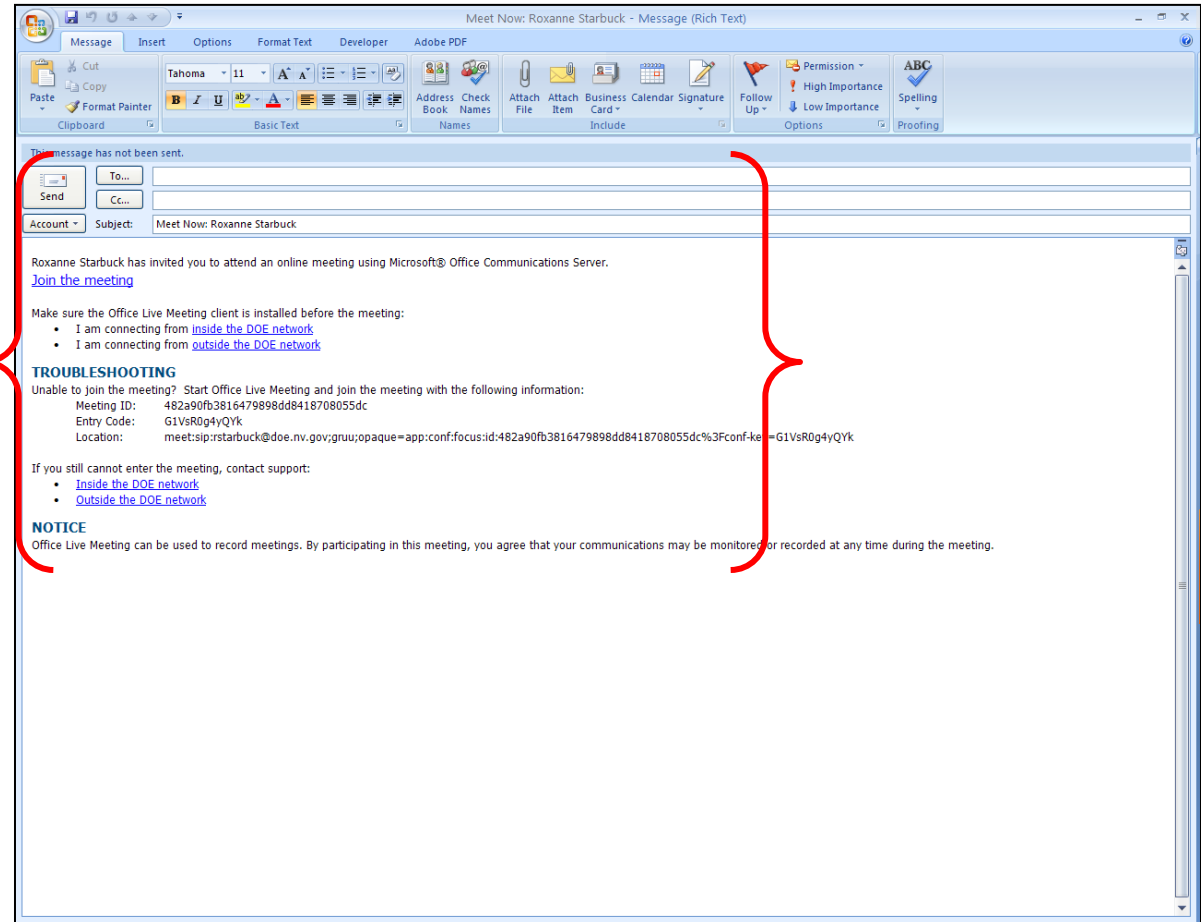
Enter 'Attendees'

Enter 'Meeting Subject'

Verify & Edit 'Message body'

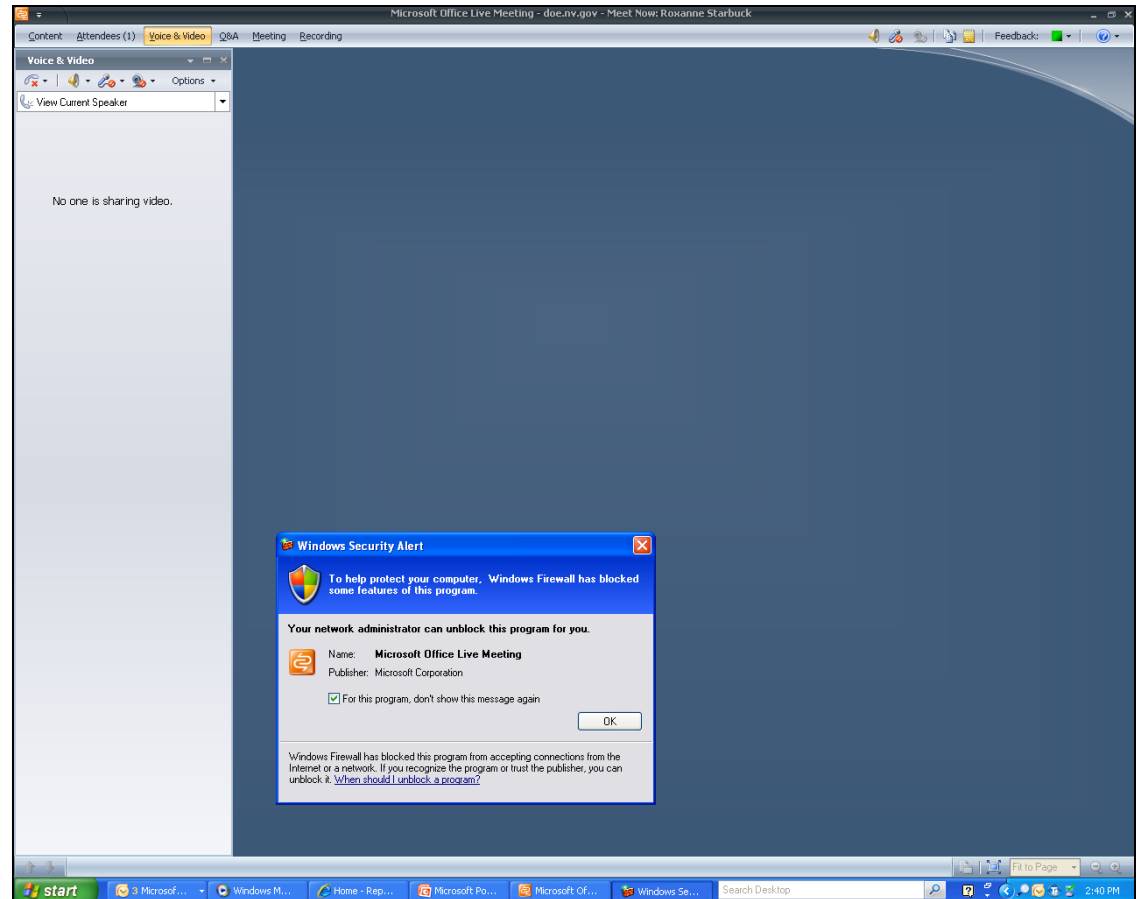
Click 'Send'

(Permissions cannot be set Unscheduled Meet Now LiveMeetings.)



LiveMeeting Workspace

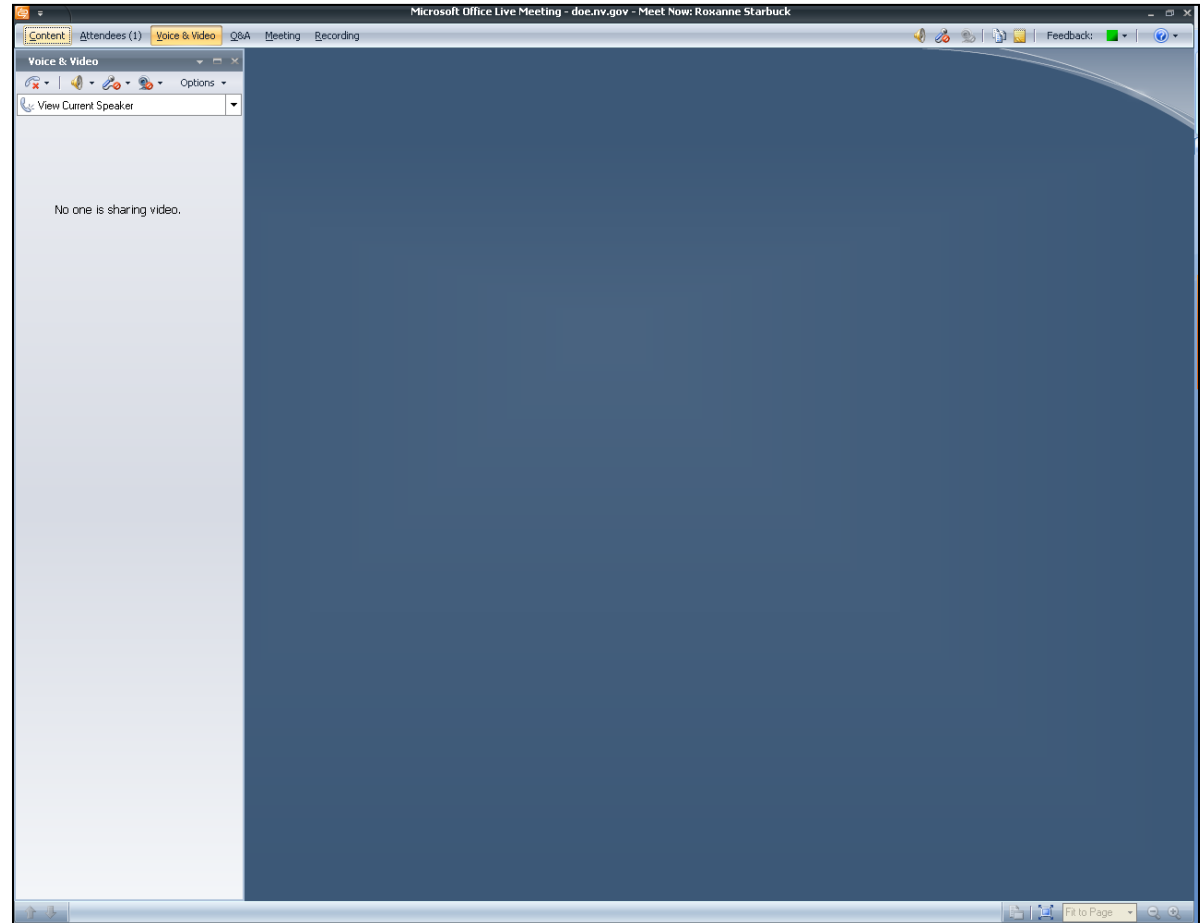
In the event the
Security Alert window
is displayed, click 'OK'.



LiveMeeting

The Presenter must be present in order for attendees to be able to join the meeting.

For more information on the specific functionality of LiveMeeting, please review LiveMeeting Guide for Presenters training module.



Schedule a LiveMeeting

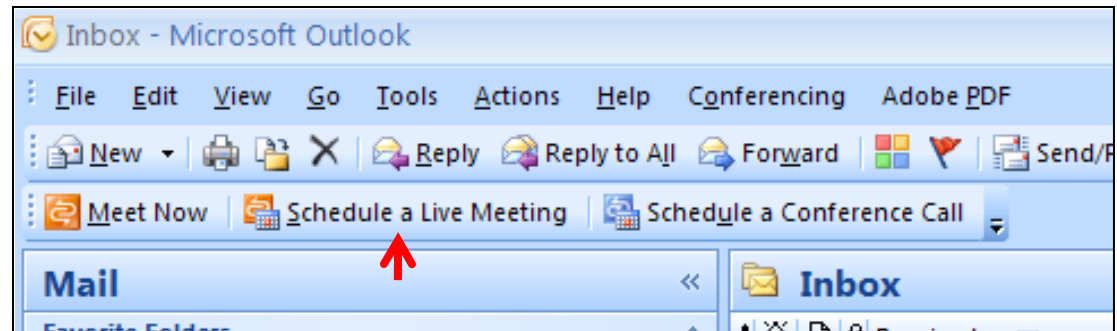
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LESSON 2

Schedule a LiveMeeting

Open 'MS Outlook'

Click 'Schedule a LiveMeeting'.



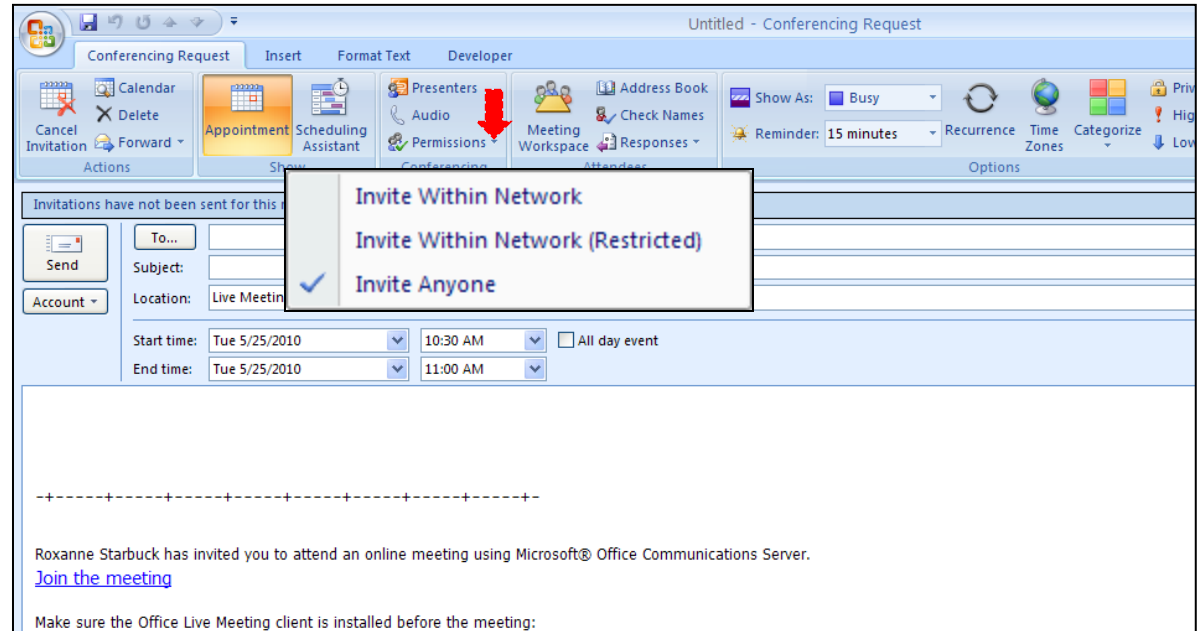
LiveMeeting Permissions

Specify access permissions for each meeting. (see slide 8)

Invite Anyone-wide range of access.

Invite Within Network- allows access to more than the specified attendees.

Invite Within Network (Restricted)-limits access to only specified attendees.



Meeting Invitation

Enter 'Attendees'

Enter 'Meeting Subject'

Enter 'Start Date and time'

Enter 'End date and time'

'Verify and edit'
Message body.

Click 'Send'

Untitled - Conferencing Request

Calendar | Insert | Format Text | Developer

Calendar | Presenters | Address Book | Show As: Busy | Recurrence | Time Zones | Categorize | Private | High Importance | Low Importance | Spelling | Proofing

Cancel Invitation | Forward | Actions | Appointment | Scheduling Assistant | Show | Audio | Permissions | Conferencing | Meeting Workspace | Check Names | Responses | Attendees

Invitations have not been sent for this meeting.

Send | Account

To: | Subject: | Location: Live Meeting | Rooms...

Start time: Wed 5/19/2010 3:00 PM | All day event | End time: Wed 5/19/2010 3:30 PM

Roxanne Starbuck has invited you to attend an online meeting using Microsoft® Office Communications Server.
[Join the meeting](#)

Make sure the Office Live Meeting client is installed before the meeting:

- I am connecting from [inside the DOE network](#)
- I am connecting from [outside the DOE network](#)

TROUBLESHOOTING

Unable to join the meeting? Start Office Live Meeting and join the meeting with the following information:

Meeting ID: 4b480283d66d47ab968df970291c788a
 Entry Code: Kv430605
 Location: <meet:slp:starbuck@doe.nv.gov:gruu:opaque=app:conf:focus:id:4b480283d66d47ab968df970291c788a%3Fconf-key=Kv430605>

If you still cannot enter the meeting, contact support:

- [Inside the DOE network](#)
- [Outside the DOE network](#)

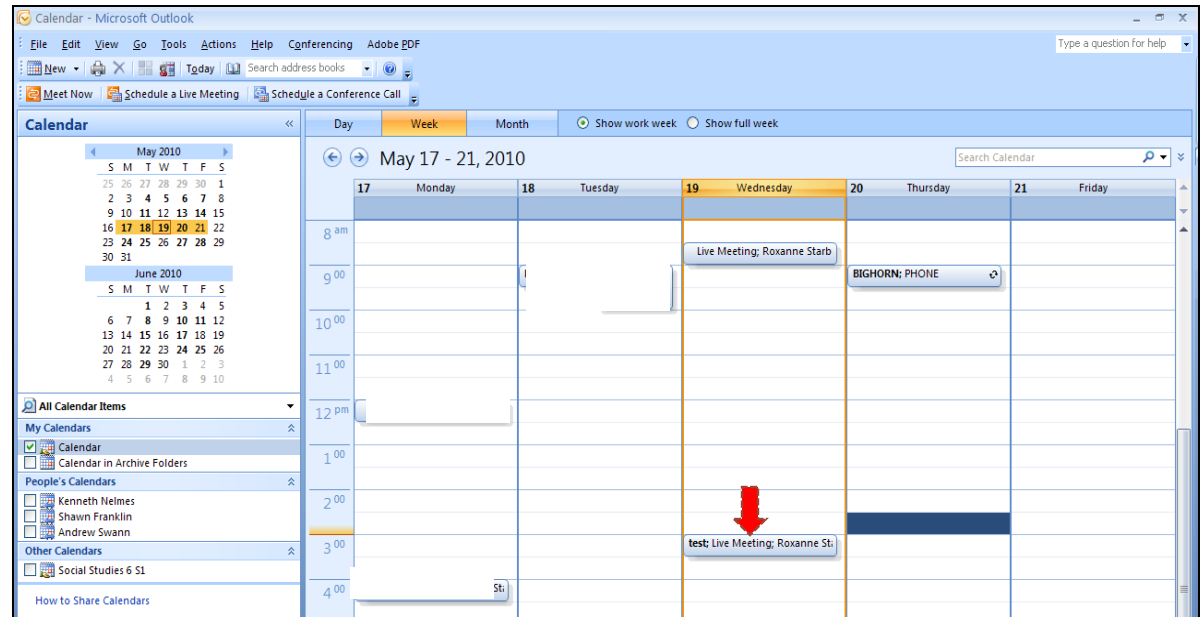
NOTICE

Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

In Shared Folder: Calendar

Outlook Calendar

The meeting automatically saves in the Outlook Calendar.

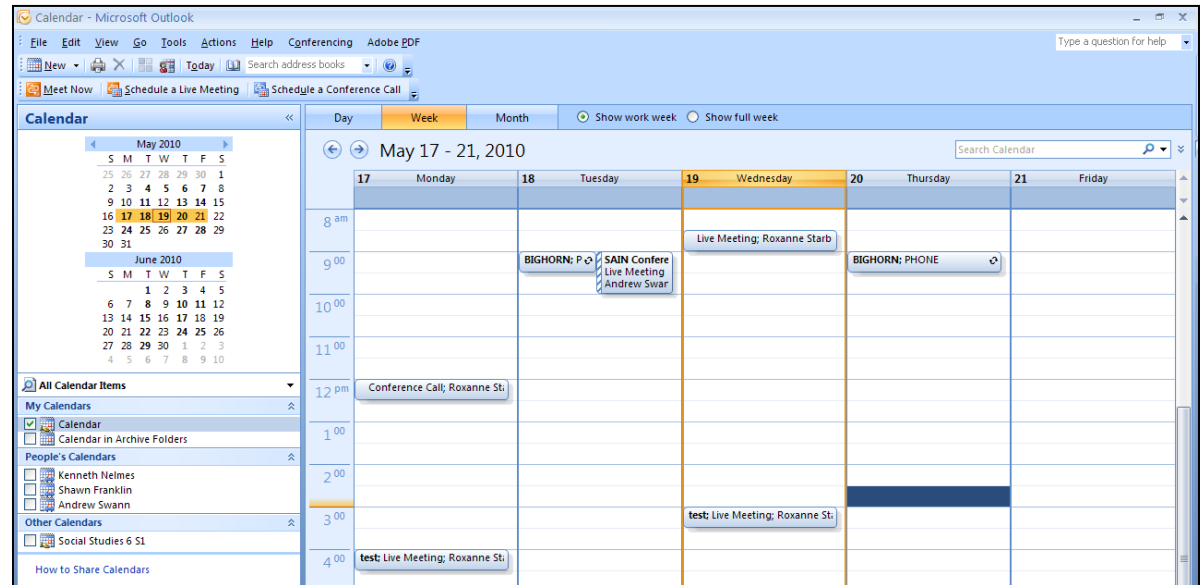


Start LiveMeeting

Open 'Outlook'

Open 'Outlook Calendar'

Double Click on the specific scheduled meeting.



Start Meeting

Click 'Join the Meeting' to open LiveMeeting workspace.

test - Conferencing Request

Calendar Insert Format Text Developer

Cancel Meeting Forward Appointment Scheduling Assistant Show Presenters Audio Permissions Conferencing Add or Remove Attendees Message to Attendees Meeting Attendees Workspace Address Book Check Names Responses Show As: Busy Reminder: None Recurrence Time Zones Categorize Private High Importance Low Importance Spelling Proofing

No responses have been received for this meeting.

To: Roxanne Starbuck
Subject: test
Location: Live Meeting
Start time: Wed 5/19/2010 3:00 PM
End time: Wed 5/19/2010 3:30 PM

Roxanne Starbuck has invited you to attend an online meeting using Microsoft® Office Communications Server.
[Join the meeting](#)

Make sure the Office Live Meeting client is installed before the meeting:

- I am connecting from [inside the DOE network](#)
- I am connecting from [outside the DOE network](#)

TROUBLESHOOTING
Unable to join the meeting? Start Office Live Meeting and join the meeting with the following information:
Meeting ID: 4b480283d66d47ab968df970291c788a
Entry Code: KYx430605
Location: [meet:sip:rstarbuck@doe.nv.gov:qnuu:opaque=app:conf:focus.id:4b480283d66d47ab968df970291c788a%3Fconf-key=KYx430605](#)

If you still cannot enter the meeting, contact support:

- [Inside the DOE network](#)
- [Outside the DOE network](#)

NOTICE
Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

In Shared Folder: Calendar

LiveMeeting Workspace

For detailed information on LiveMeeting functions, review the LiveMeeting Guide for Presenters training module.

